

**TOWN OF NEW DURHAM**  
**APPLICATION FOR BOUNDARY LINE ADJUSTMENT CHECKLIST\*\***

Completed applications must be delivered to the Town Land Use Office 21 days prior to a meeting. Any revisions to the plan must be delivered to the Town Land Use Office 10 days prior to a continued meeting.	On Plan	Enclosed	Not Applicable	Waiver requested	Not Found
<b>GENERAL INFORMATION</b>					
Application #					
Name of Applicant:					
Plan Location/Address:					
Map:                      Lot:					
Date Received by Town:					
<b>MATERIALS TO SUBMIT</b>					
*Boundary Line Adjustment Application Form - 8 copies					
*Tax Map Showing Location of Lots with Adjustments (size 11X17) 8 copies					
*Surveyed Existing Conditions & Layout Plan with current and proposed boundaries. Must have enough information so Board can confirm that both lots will meet all zoning requirements and neither lot will be more non-conforming after boundary adjustment: 8 (size 24X36).					
*Application Fees					
*Written Waiver Requests for All Applicable Requirements Not Shown					
*Abutters List					
*Pre-Addressed, Envelopes & Pre-addressed Certified Mail Receipts for All Abutters & Strafford County Registry of Deeds; Two (2) each Pre-addressed Envelopes & Pre-addressed Certified Mail Receipts for Applicant and All Professionals Working on the Project					
*Electronic Copy of all Material Submitted					
<b>PLAN FORMAT (for ALL Plans)</b>					
*Information Blocks with:					
*Title of Plan					
*Owners' Name and Permanent Addresses					
*Location of Properties involved.					
*Names, address, and seal of all professionals assisting with plan.					
* Date Plan was Prepared					
*Revision Dates and Description or Note					
* Scale of Plan					
*Tax Map & Lot Number and Deed Reference					
*North Arrow					
*Bar Scale					
*Block for Board Signature					
<b>EXISTING &amp; PROPOSED CONDITIONS</b>					
*Surveyed property lines of the parcel showing existing bearings, distances, and location of existing permanent markers.					
*Zoning & Special District Boundaries					
*Existing septic disposal facilities, water supply, and & structures on all properties to be adjusted.					
*Most stringent property, slope, or water body setbacks of underlying or overlay zoning districts.					
*Name, width, class, and location of existing streets.					
*Driveways.					
Any easements or rights of way on the property.					
*Tax Map and Lot numbers of all abutting lots.					

\*Items that are starred must be submitted for the Planning Board to place the application on its agenda unless the item is not applicable.

\*\*This check list is not intended to supersede or replace the Boundary Line Adjustment Regulations of The Town of New Durham but is to serve as a guide to the Planning Board and Applicant in determining whether a Boundary Line Adjustment application is complete.

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<b>EXISTING CONDITIONS - NATURAL FEATURES</b>					
*Existing Contours at 10' intervals or 2' intervals if any part of one lot is in Steep Slopes Overlay Dist.					
*Surface Drainage Features					
*Stonewalls					
*Historic, traditional, or significant structural or architectural elements.					
*FEMA Floodplain Boundary					
*Public or Private Conservation or Protected Areas on subject lots.					
*Water Bodies & Waterways					
*Wetlands					
*Vernal Pools					
*Seasonal or Intermittent Streams					
*Steep Slopes					
Slopes >30%					
Slopes 25-29.99%					
Slopes 15-24.99%					
<b>PROPOSED LAYOUT</b>					
*Surveyed Proposed New Property Lines of the Parcel Showing Bearings, Distances, and Location of New Permanent Markers					
*Soil Mapping Types & Boundaries					
*Area of Proposed Lots in Square Feet and Acres					
*Calculations for Proper Acreage for All Lots Based on Slopes, Soils, and All Other Zoning Requirements					
Buffer Denotation Monuments on Parcel Boundary (if lot has riparian buffer zone).					
Naturally Vegetated Buffer Boundary Tags on Plat (if lot has riparian buffer zone).					
<u>Undeveloped Lot</u> (only needed if one or more lots is undeveloped).					
Building Envelopes on Undeveloped Lots					
Driveway Locations on undeveloped lots.					
Location of Test pits, and Test Pit Logs on Undeveloped Lots.					
Proposed 7S' Well Radius for Each Lot					
*4000 Sq. Ft. Septic Area for Undeveloped Lot.					
<b>TOWN and STATE</b>					
State Driveway Permit, If Applicable					
Local Driveway Permit					
<b>Documents</b>					
*Copies of deeds for all properties involved in the boundary line adjustment.					
Letter to the Board with any requests for waiver of application requirements and explanation of the reasons for waiver.					

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